

Permit to Substitute

The Permit to Substitute form is for required Undergraduate course in Major, Minor, Specialization, or Professional Education Program. After signed by the appropriate designees, send to **Degree Checkout, Registrar Services, MS-7464.**

| | | | |
|-------------------|--------------------|------|--------------|
| Printed Last Name | Printed First Name | M.I. | Student ID # |
| | | | |

| | |
|-----------|--------------------------|
| CWU Email | Expected Graduation Term |
| | |

This substitution is for my (*Select one*): Major Minor Professional Ed. Program

Provide the name of major or minor the substitution is for: _____

CWUP 5-90-040(30) Course Substitutions

(A) Students may petition the degree granting department chair if they wish to substitute courses within degree requirements. The course(s) used for substitution must satisfy the programmatic goals and objectives of the department as determined by the dean and the department chair. The substituted course(s) credits may not reduce the total required credits.

Only CWU or approved transferable college course(s) can be approved to meet CWU course requirements. Review the unofficial CWU transcript or the Transfer Credit Summary Report for college, title and credit information. The student must be admitted to the pre- or major program for this exception to be processed and may take up to four weeks from the time the form is received in the degree checkout office. Substitutions in the Professional Education Program require signature approval from Executive Director of the School of Education.

Course & Credits Being Used For Course Substitution

CWU REQUIRED COURSE

| No. | Course Prefix and Course # | College or University where course completed | Course Title | No. of Qtr/Sem Credits | | CWU Dept. & Course # | Course Title | No. of Credits |
|-----|----------------------------|--|--------------|------------------------|---|----------------------|--------------|----------------|
| 1 | | | | | = | | | |
| 2 | | | | | = | | | |

- Notes:** (1) The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
 (2) Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

Justification of Substitution: Must show clear programmatic goals and objectives of substituted course.

| | Printed Name | Signature | Date |
|--------------------|--------------|-----------|------|
| Student | | | |
| Advisor | | | |
| Dept. Chair | | | |
| College Dean | | | |
| School of Ed. Dir. | | | |